How to Use Your Google Drive and Share Assignments

1. Log into Jupiter to find your Sweetwater Google account. It is your first initial, last [name@sweetwaterschools.net](mailto:name@sweetwaterschools.net). Your password is either your birthdate or your student ID#. You have a Gmail and Google Drive Acct.
2. Log into your Google Drive Account.
3. Open a new window and search for Google Classroom, then click the + (plus) sign to join our google classroom:
   1. Period 1: 5bwztcu
   2. Period 2: epfcvt
   3. Period 3: xws9a5
   4. Period 4: bby66q4
   5. Period 5: chpysrr
4. Answer the following questions, then share this assignment with Ms. Clark-Cadwell in our Google Classroom.

**Assignment:**

* **Meta-Cognition: Describe how you performed in English and your grade on the progress report**
  1. What was your grade?
  2. Was it what you expected? Why or why not? Give an explanation with examples and details to support what you say.
  3. What study habits helped or hindered you to earn this grade?
  4. What will you continue to do or change in order to maintain your grade or to improve it? Again, be specific and as detailed as possible.
* **To Share:** 
  1. Answer the above questions and save it as our first and last name, per \_\_ Google Assignment
  2. Upload the word doc to your Google Drive
     + Click “New” then “File” then find it on your computer and open it to put a copy in Google Drive.
  3. Post it in our Google Classroom AND
  4. Share it with Ms. Clark-Cadwell at [michelle.clark-cadwell@sweetwaterschools.net](mailto:michelle.clark-cadwell@sweetwaterschools.net) Be sure you use .NET and not .ORG for Google Sharing!!!
  5. Final Step, send an email to Ms. Clark-Cadwell using your Sweetwater email account. Make sure the subject is your first and last name period \_\_\_. Use a proper salutation, then tell me something about yourself that you would like to share. Close with a proper ending. If you are in English 11 co-teach, please CC your email to Ms. Cancino. Remember, our email addresses end in .org but our Google sharing end in .net:

Ms. Clark-Cadwell: [michelle.clark-cadwell@sweetwaterschools.org](mailto:michelle.clark-cadwell@sweetwaterschools.org)

Ms. Cancino: [kitty.cancino@sweetwaterschools.org](mailto:kitty.cancino@sweetwaterschools.org)